

Roles and Responsibilities in INDOT

PROJECT MANAGER

1. Coordinates the development of projects from the time of programming through the completion of construction
2. Develops the project budget and schedule
3. Monitors the project budget and schedule throughout the life of the project, including construction
4. Coordinates with designers, R/W, utilities, railroads, environmentalists, LPAs, etc.
5. Plans and attends various meetings during project development
6. Schedules and monitors Constructability Reviews during project development
7. Reviews and recommends solutions to Program Manager or designer for project issues (design, utilities, R/W, etc.)
8. Communicates directly with all personnel associated with the project to coordinate the work to achieve project success
9. Provides project updates, as needed, to various offices and divisions including Executive Staff
10. Provides assistance to Construction with the interpretation of project intent
11. Attends Pre-Construction meetings
12. Attends Construction schedule meetings with contractor
13. Reviews requests for changes to design or scope of contracts and make recommendations to appropriate construction personnel. Promptly contacts the Engineer of Record regarding any project issues that arise during construction pertaining to Errors and Omissions for timely resolution with the designer.
14. Attends Partnering meetings
15. Reports to Office of Project Management at Central Office or Production Director at Districts

PROJECT ENGINEER/SUPERVISOR

1. Provides on-site administration of the construction contract
2. Interprets and enforces Contract Documents
3. Provides for the measurement and payment for items of work
4. Maintains contract records: Daily, weekly, monthly reports; material records; as-built drawings; final construction record; change orders, etc.
5. Directs the work of assigned inspectors and assistants
6. Communicates directly with the contractor's superintendent and management for all issues related to the contract
7. Attends scheduled meetings with contractor
8. Attends Partnering meetings
9. Communicates with INDOT PIO as necessary
10. Communicates work progress and issues to other INDOT personnel, including the Area Engineer, District Construction Engineer and Project Manager
11. Refers design and scope questions to the Area Engineer and the Project Manager and provides recommended solutions
12. Initiates Change Orders, as necessary. Refers project issues regarding "errors and omissions" to the Area Engineer and Project Manager for resolution with the Consultant/Designer
13. Reports to Area Engineer

AREA ENGINEER

1. Directs the work of assigned INDOT Project Engineers/Supervisors or assigned Consultant Project Engineers/Supervisors
2. Directs the administration of LPA contracts through Consultant Project Engineers/Supervisors
3. Attend pre-letting field checks

AREA ENGINEER cont'd

4. Conducts Constructability Reviews with the Project Manager
5. Sets contract time prior to letting
6. Assist District Construction Director in answering pre-bid questions
7. Schedules and directs preconstruction conferences
8. Makes determinations for the proper interpretations of Contract Documents
9. Makes decisions on issues related to contract administration
10. Makes and approves change orders/time extensions or recommends approval to District Construction Director. Refers project issues regarding "errors and omissions" with documentation to the Project Manager for timely resolution with the designer
11. Refers questions of design or scope changes to the Project Manager and makes recommendations regarding solutions
12. Assigns Project Engineers/Supervisors to contracts
13. Participates in various technical committees and research projects
14. Attends scheduling meetings and partnering meetings, as able
15. Communicates directly with contractor's management personnel concerning contract issues
16. Schedules pre-final inspections
17. Reports to the District Construction Engineer

DISTRICT CONSTRUCTION DIRECTOR

1. Directs all work of the District Construction office, including Area Engineers, Final Review, EEO, Administration Assistant, etc.
2. Reviews plans for letting and answers pre-bid questions

DISTRICT CONSTRUCTION ENGINEER cont'd

3. Reviews District needs for construction personnel and requests supplemental consultant services, as needed
4. Makes decisions on contract issues within the District
5. Performs Pre-Final Inspections and writes Final Acceptance letters
6. Reviews and approves Change Orders/Time Extensions or recommends approval to SCE
7. Develops and manages highway personnel budget
8. Reports to District Director

FIELD ENGINEER

1. Supports District Construction and coordinates matters related to change orders to expedite approvals and minimize impacts to the construction budget
2. Review change orders for uniformity as defined by the Construction Management Division's change order policy
3. Review and make recommendations on change orders requiring Central Office approval
4. Perform Quality Assurance Review for change order procedures in the District
5. Provide support to the District in matters related to construction contract claims to expedite settlements and minimize impacts on the construction budget
6. Supports the District in resolving any construction related problems and works to minimize impacts on the construction budget
7. Attends Partnering meetings
8. Communicates and coordinates with the Project Manager on any matter that impacts the construction budget
9. Reports to the State Construction Engineer